

*Career Opportunity Bulletin***ACCOUNTING ASSOCIATE I****CODE: 650200 PAY GRADE: 11 (\$11.78 -16.50 /hr.)****Value of State-paid Dental Insurance: \$13.69 biweekly****Value* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 11.54% of pa**LAST UPDATE:** *July 6, 2011***CLOSING DATE:** *Until Canceled***JOB DESCRIPTION:**

This is office and administrative support work in applying bookkeeping principles and knowledge of accounting terminology to maintain specialized accounting and financial records. Responsibilities require independent judgment in handling exceptions to established work assignments, priorities, and schedules.

MINIMUM REQUIREMENTS:

In order to qualify, you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a general knowledge of bookkeeping principles and practices to perform routine work in maintaining standardized accounting and financial records, and 2) the ability to use independent judgment in prioritizing the work and selecting the most appropriate course of action within set procedures. Section I of the Supplemental Qualifications Form includes all of the knowledges and abilities required to minimally qualify for this job classification. The final application evaluation score is based on the remaining sections of the Supplemental Qualifications Form.

GENERAL INFORMATION:

- *An on-line application is required for this job title and must be submitted even if you are currently on any other registers.*
- *You must complete the required **Supplemental Qualifications Form** (First part of online application "apply now" process).*
- Your application evaluation results will be e-mailed to the address you use to login to your online account.
- Qualified applicants will be placed on an Employment Register for this classification.

TYPICAL DUTIES in this job classification include:

- Create spreadsheets and perform data management.
- Establish computerized and/or manual filing systems.
- Examine documents/information, determine facts, detect errors and irregularities, and take action as authorized.

- Resolve bookkeeping problems on specialized accounts and financial records.
- Correspond orally and/or in writing with the public to receive/supply information and/or adjust complaints.
- Query for data via telephone, computer, and/or written/oral communication.
- May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work.
- May confer with supervisor on performance appraisals of work team members.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

APPLICATION INFORMATION:

You must complete the on-line application by logging on to our Web Page (www.maine.gov/bhr/state_jobs), clicking the Open Competitive Jobs link, and clicking Apply Now under this job title.

The Bureau of Human Resources is unable to provide copies of submitted materials.

Maine State Government is an Equal Opportunity/Affirmative Action Employer

SUPPLEMENTAL QUALIFICATIONS FORM

Accounting Associate I (650200)

APPLICANT'S NAME _____

INSTRUCTIONS:

- Your responses on this form will be the basis making a numerical evaluation of your background training and experience (your final score).
- *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*
- Statements made on this form and in your application are subject to verification by the Bureau of Human Resources and the Appointing Authority.

SECTION I - Minimum Requirements

Directions for Section I ONLY: Indicate if you have the knowledge or ability listed below. These are not tasks you need to have performed; however, you must indicate that you have the knowledge or ability to perform these tasks.

I have:	YES	NO
Knowledge of modern office practices.		
Knowledge of bookkeeping principles.		
Knowledge of office bookkeeping practices.		
Knowledge of query and research techniques.		

Ability to use alphabetical, numerical, and chronological filing systems.		
Ability to use alphabetical, numerical, and chronological sub-filing systems.		
Ability to make intermediate mathematical calculations.		
Ability to write routine reports.		
Ability to prepare worksheets.		
Ability to create spreadsheets.		
Ability to perform data entry for data management.		
Ability to perform data management using spreadsheets.		
Ability to type routine business documents from draft into final form.		
Ability to verify, code, and compute data on financial documents.		
Ability to reconcile accounts by comparing to computerized records.		
Ability to establish manual filing systems.		
Ability to establish computerized filing systems.		

Directions for Sections II and III: Indicate your skill level by marking the appropriate boxes for each item listed. **It is important that you be as honest as possible in your evaluation of your skills.** If you are selected to be interviewed for one of these positions, you should anticipate the interviewer will have a copy of your self-evaluation and ask you to provide examples of your work experience or training that support your self-evaluation ratings. You may also be required to complete a performance test to demonstrate your proficiencies in selected skills.

Definitions:

None -I have no training, education, or experience in this area.

Level 1 -I have some experience performing this task under close supervision -OR- I have successfully completed training or coursework in this area, but I have no experience performing this task.

Level 2 -I have experience performing this task and am fully capable of performing this task independently.

Level 3 -I have experience performing this task independently and have trained others or provided assistance to other staff in this area.

SECTION II:

I have:	None	Level 1	Level 2	Level 3
Made basic mathematical calculations.				
Made intermediate mathematical calculations.				
Corresponded orally with the public to receive and provide information.				
Corresponded in writing with the public to receive and provide information.				
Typed routine business documents from draft into final form.				
Searched the internet to obtain information.				
Provided ongoing leadership for a work team.				
Created spreadsheets.				
Performed data management using spreadsheets.				
Applied to routine individual cases an explanation and interpretation of bookkeeping rules, policies and procedures, codes, or documentation requirements.				
Researched bookkeeping matters.				
Analyzed research results to make recommendations.				
Coded, posted, and updated data on standard documents.				
Reconciled accounts by comparing to computerized records.				
Detected bookkeeping errors and irregularities and taken action as authorized.				

Resolved complex bookkeeping problems on specialized accounts.				
Reviewed and adjusted complex financial documents.				
Provided technical assistance to others on bookkeeping matters.				
Prepared standard bookkeeping reports.				
Organized and maintained manual files.				
Established and maintained manual filing systems.				
Organized and maintained computerized files.				
Established and maintained computerized filing systems.				

SECTION III

Computer Skills:	None	Level 1	Level 2	Level 3
Word processing				
Spreadsheets				
Databases				
E-mail				
Internet				
Scanning/imaging for databases				
Accounting or bookkeeping software				